



Kennel Hand

POSITION DESCRIPTION FORM

Region / Portfolio:

Specialist and Support Services

Directorate / Command / District / Division:

Emergency Management and Specialist Support

Business/Work area:

Canine Section

Position Description Number:

Generic 621

Level:

Common Law Contract

Employment Conditions

Industrial Agreement/Award: Common Law Contract

Work Pattern: Monday – Sunday (Extended Day Work): May be required to work outside normal operating hours

Location: Maylands Police Complex

Position Objective

Contributes to the effectiveness of Canine Section by ensuring cleanliness of the kennels and feeding, exercising and assisting with welfare issues concerning canines.

Role of Work Unit

The Canine Section is responsible for providing canine support to frontline operations. The section is responsible for providing the state with specialist canine services in the areas of general purpose, currency, firearm and narcotics (passive) detection, and state-wide training of canines and Canine Handlers.

Reporting Relationships

This position reports to:

- Officer in Charge (OIC), Senior Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Key Accountabilities

1 Kennel Management (50%)

- 1.1 Contributes to the cleanliness and disease management of the Maylands Canine Section complex by performing the cleaning of kennels, yards and exercise/agility areas.
- 1.2 Maintains the lawn areas and gardens within the complex including kennels, yards and exercise/agility areas.

2 Animal Management (20%)

- 2.1 Assists with the management of the specific daily dietary requirements of each canine, in consultation with the OIC.
- 2.2 Implements guidelines from veterinarians and other animal health care professionals regarding diets, medications, and monitoring of the health and welfare of the Western Australia Police Force canines.
- 2.3 Assists with the examination and treatment of minor illnesses and injuries to canines in consultation with the OIC and conveys animals to veterinary surgeries for treatment.
- 2.4 Implements basic exercising, socialisation and play programmes for juvenile canines and pups as directed by the OIC.
- 2.5 Assists veterinary staff by holding and calming canines during treatment.
- 2.6 Assists with the management, placement and ongoing care of canines placed in foster homes or with Canine Section members, and conducts visits with or on behalf of the OIC.
- 2.7 Assists the OIC with the management and parturition care of female dogs and puppies, and coordinates 24 hour care at critical periods.
- 2.8 Assists in the management of kennel facilities in a manner that achieves "best practice" in animal management and complies with legislative requirements including Work Health and Safety.
- 2.9 Identifies the requirement to purchase kennel supplies, such as leashes and dog toys and brings this to the attention of the OIC for approval.

3 Administration (15%)

- 3.1 Maintains appropriate records and information.
- 3.2 Monitors stocks of dog food and submits appropriate food orders to the OIC in a timely manner.

4 Liaison (10%)

- 4.1 Communicates effectively and regularly with the OIC of Canine Section.
- 4.2 Maintains effective working relationships with the OIC, Training Supervisor (Canine), Training Officer (Canine) and Canine Handlers.
- 4.3 Assists in maintaining effective working relationships with veterinary staff and other service providers.

5 Other (5%)

- 5.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 5.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 5.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

	Context in which work related requirements will be applied and or general standard expected.
Canine handling Skills	Working with and handling specially trained large breed dogs.
Animal husbandry Skills	Assisting in the care and welfare of a working canine colony consisting of operational and assessment canines, juvenile pups and retired working dogs.
Interpersonal Skills	Developing and maintaining relationships with a diverse range of individuals and groups.
Possession of a current Australian motor drivers licence class "C" or "CA"	Driving independently to and from site locations.

Desirable

Demonstrated knowledge of, and/or experience in, kennel management.	Ensuring the level of care and the operations of a kennel are maintained.
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Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
A/Organisational Design Consultant Organisational Design and Analysis	Pamela Soares	25/03/2026
Officer in Charge Canine Section	Gregory French	26/03/2026